



For trustees | Secure Trustee Investment

ONE-OFF WITHDRAWAL/CASH IN FORM


About this form

You should use this form for one-off withdrawals or if you're fully cashing in your **Secure Trustee Investment plan**.

Important Note: if your plan is not invested in a trust, you'll need to complete our Income/Withdrawal and Cash-in form instead.

Please sign and complete all relevant sections of this form in **BLOCK CAPITALS** using ballpoint pen.

If any of the information on this form needs to be changed, it should be initialled by all policyholders.

Whenever you see this icon , we're asking you to send us additional material with this form.

When completed, please email this form and all required documents to:

Guarantees@va.monumentinsurance.com

Or post them by airmail to:

Monument Life Insurance dac
Bishop's Square
Redmond's Hill
Dublin 2
D02 TD99
Ireland

Data protection and your privacy rights

Personal information you provide on this form will be held and processed by us in accordance with the European General Data Protection Regulation, Irish data protection law and any applicable national privacy legislation. We need to collect this personal information so that we can process your request and in doing so carry out our contractual obligations.

See our **Data Privacy Notice** which can be found on our website www.monumentregroup.com/guarantees/

It explains how we manage your personal information and provides details on your data protection rights, how long we will hold information on you, contact details of our Data Protection Officer should you have any queries or concerns and how you can contact the Irish Data Protection Commission.

If you provide Monument with personal information relating to any other individual you must ensure that you have a lawful basis to collect and process it. In completing this form, you confirm that you have provided any such individual with a copy of our **Data Privacy Notice** and all other information that such an individual is legally entitled to under the European General Data Protection Regulation.

1. SCHEME DETAILS

Scheme name

Plan number

Phone number

Email

Contact name

2. TYPE OF WITHDRAWAL/CASH IN

Choose the type of withdrawal/cash in you'd like.

Mark one box only.

Cash in of one or more complete individual policies - complete section 3.

Cash in of entire plan.

Partial withdrawal by cancelling units proportionately over all existing policies.

Please tick this box if you wish to cash-in your policy on the Guarantee Date. If the Guarantee Date has passed, we'll cash-in your policy on the next available date.

This option is only applicable if:

- the guaranteed capital option applies to your plan - complete section 4; or
- no guarantees apply to your plan - complete section 5

Cash-in charges may apply to some of these options - see your charges schedule for details.

IMPORTANT NOTE:

We will not cash in your policy without receipt of all requirements as outlined in this form, **without exception**. If you want to cash in your policy on the **guarantee date**, we'll need to have received all requirements before that date.

3. FOR CASH IN OF ONE OR MORE COMPLETE INDIVIDUAL POLICIES

Proceeds required - complete one of the following.

Amount - we'll match this amount to the nearest figure by cashing in complete individual policies

£

or

Number of complete individual policies

This will result in a proportionate reduction of any guarantees that apply to your plan.

If you're receiving fixed amount regular withdrawals from your plan, please mark here to confirm that these should reduce in proportion to the number of policies you cash in.

We'll automatically reduce a percentage withdrawal across remaining policies.

Cash in charges may apply to any individual policy cash in - see your charges schedule for details.

4. GUARANTEED CAPITAL OPTION - SINGLE WITHDRAWAL ACROSS THE POLICIES

You should only complete this section if the guaranteed capital option currently applies to your plan.

Any withdrawals taken will proportionately reduce the guarantees.

The minimum amount you can withdraw is £50.

Amount of withdrawal you require

The following only applies if you have the policy conditions booklet ASTI-GC 1.0.

It's important that you understand how we'll apply a withdrawal across all policies to your plan.

During the guaranteed capital term the maximum you can withdraw across all policies is 5% of the remaining premium in each policy year.

We'll pay out the requested single withdrawal amount or the maximum amount possible within the limits.

Where you currently have a regular withdrawal for the maximum amount of 5% of the remaining premium we'll:

- stop the regular withdrawal for the remainder of the policy year and pay out the requested single withdrawal amount or the maximum amount possible within the limits; and
- restart the regular withdrawal in the new policy year unless you tell us otherwise.

Where you currently have a regular withdrawal for less than the maximum amount of 5% of the remaining premium we'll:

- continue to pay out the regular withdrawal; and
- pay out the requested single withdrawal amount or the maximum amount possible within the limits.

5. NO GUARANTEES - SINGLE WITHDRAWAL ACROSS THE POLICIES

You should only complete this section if no guarantees apply to your plan.

The minimum amount you can withdraw is £50.

Amount of withdrawal you require

6. BANK DETAILS

Give details of the bank/building society that you want us to pay your withdrawal/ cash in proceeds.

All payments will be made in UK sterling and only to an account in the scheme name.

Bank/Building society name

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Name of account holder(s)

Account number

Sort code

--

Building society roll number/reference

International banks only

Where your account is held with an international bank, please fill in the following boxes:

IBAN number

Swift code

For further credit to:

Account name

Account number

7. ANTI-MONEY LAUNDERING INFORMATION

Verifying your details

- In line with both Irish and EU Anti-Money Laundering legislation, we're required to verify the identities of all policyholders and anyone exercising power of attorney on behalf of a policyholder. Details of what we need are provided in the next two pages.
- We reserve the right to request further documentation at any time in order to comply with anti-money laundering regulation. Where we hold proof of identity that is out of date, we'll need updated evidence to be provided.

Politically Exposed Persons (PEPs)

Please let us know if any party named in this form is classed as a Politically Exposed Person, or if any party to this form is classed as a close relative or business associate of a Politically Exposed Person. If the answer is yes, we reserve the right to request further information or documentation.

A Politically Exposed Person (PEP) is an individual who is, or has been, entrusted with prominent public functions, or an immediate family member, or a known close associate, of such a person. Prominent public functions include:

- heads of state, heads of government, ministers and deputy or assistant ministers;
- members of parliament, senior officials of a political party;
- members of supreme courts, of constitutional courts or of other high level judicial bodies whose decisions are not generally subject to further appeal, except in exceptional circumstances;
- members of courts of auditors or of the boards of central banks;
- ambassadors, diplomats, chargés d'affaires and high-ranking officers in the armed forces;
- current or former senior official in the executive, legislative, administrative, military, or judicial branch of a government (elected or not);
- members of the administrative, management or supervisory boards of State-owned enterprises.

Anti-money laundering documentation

We'll need documents relating to the pension scheme and all parties to it, including any individual trustees. Please see the relevant sections for these below.

Where indicated in this form and where we request certification, documents must:

- be certified by one of the below approved certifiers only.
- be company-stamped by the certifier in confirmation it is a true copy of the original
- be issued, signed and dated by the certifier within the last **6 months**
- contain the certifier's signature, printed name and position.

Certification must be completed by one of the following only:

- Authorised Independent Financial Adviser (please include FCA approval number in the certification)
- Practising Solicitor (please include SRA regulation number) or Barrister
- Member of the Judiciary, Notary, or Commissioner for Oaths
- Chartered & Certified Public Accountants (please include regulatory body registered number)
- Post Office - must bear clear Post Office stamp, with certifier's name, position and date certified.

We must be able to independently verify all certifiers. If this isn't possible, we'll ask you for further information up to and including new documents certified as outlined on this form.

7. ANTI-MONEY LAUNDERING INFORMATION - CONTINUED


For Pension Companies:

Where the company policyholder is a **HMRC-approved pension scheme**, we'll need the below documents.

- The relevant HMRC letter of registration showing approval for the pension scheme.
- A current print-out of the Scheme status from the HMRC website.
- An up-to-date authorised signatory list.
- The Deed(s) showing the establishment of the scheme and any additional Deeds. These should explain the relationships between the trustee company, the administrator if different, and the HMRC-approved pension scheme.
- **Certified** copy bank statement for the pension scheme bank account dated within the last **6 months**.

IMPORTANT NOTE: Where we request copy documents to be certified, this must be provided by approved certifiers as outlined on the previous page who are employed independently of the pension scheme provider, administrator, and trusteeship. Documents incorrectly certified or otherwise deemed unacceptable will delay your claim.

For Corporate Policyholders:

For personal representatives and policyholders who are companies, we'll need copies of the following documents. Certified and dated copies are required where indicated below or where requested separately :

1. Certification of Incorporation
2. Memorandum and Articles of Association.
3. Evidence of registered address and principal business address. For example, company headed paper.
4. List of all directors on company headed paper, to include their names, company roles held, dates of birth, residential and business addresses. This must be signed by the company director and company secretary or other elected official. Alternatively, please provide a **certified** copy of the Shareholder/member/beneficial owner register.
5. List of authorised company signatories with specimen signatures. This list should be provided on company headed paper and must advise who can sign on behalf of the company.
6. Provide details (name, address, date of birth) of beneficial owners who hold or control 25% or more of shares or voting rights in the company, or who otherwise exercises ultimate effective control over the management of the company.
7. Provide details (name, address, date of birth) of two directors/partners OR one authorised signatory and one director/partner outlined in the resolution/signatories list.
8. Verification of identity documents are required for 6 and 7 above. Please refer to the 'Individuals' section on the next page for details.

7. ANTI-MONEY LAUNDERING INFORMATION - CONTINUED

For Individual Policyholders:

We'll need one document from section **A** and one from section **B**.

Section A - Evidence of identity

photographic, in date, & with **at least 3 months** validity remaining

- Full signed passport
- Full photographic driving licence
- National ID Card

Section B - Evidence of address

- Utility or council tax bill*
- Mortgage statement*
- Bank/building society statement*
- Full driving licence - where in date and bears your current address.

*Issued within the past **6 months**, or where issued annually, within the previous 12 months.

IMPORTANT NOTE: Please do not submit original passports or licences. We will only accept copies as outlined in this form and where we request these to be certified, **must bear the following wording:** "I certify this document to be a true copy of the original document which I have seen, and the photo bears a true likeness to the individual whom I have met."

For Care Home Residents:

For claimants living in a care home or similar facility and who don't have the documents listed in Sections A & B across, we'll need a letter from the **care home manager** on the facility's letterhead paper confirming:

- the claimant's first and last names, date of birth, and residence at the care home. Please confirm if residence is permanent.
- the manager's name in block capitals, their position, and their signature. Please note we cannot accept electronic signatures.

8. DECLARATION

In this declaration, 'I/We' means the policyholder(s) and 'you' means Monument Life Insurance dac.

I/We declare that:

I/We have read the explanation of the terms detailed in section 9, 'Irish residence definitions'.

I am/We are/The Scheme is the policyholder in respect of which this declaration is being made.

I am/We are/The Scheme is not resident or ordinarily resident in Ireland.

I/We undertake to inform you of any change in my/our/the Scheme's country of residence and/or jurisdiction of tax residence during the life of the policies.

I am/We are the legal owner(s) of the policies and I am/we are fully entitled to give the above instructions and to receive the relevant payment. No other person has any legal rights to the policies or their proceeds.

I/We declare that the settlor, beneficiaries and trustees of the Scheme, are not resident in the US for tax purposes, are not US citizens and are not required to file US tax returns.

I/We declare that a court within the US would not have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the Scheme.

I/We declare that I/we are not acting on behalf of an estate of a decedent that is a citizen or resident of the US.

I/We confirm that the Scheme is not subject to Common Reporting Standard for Automatic Exchange of Financial Account Information (CRS).

I/We shall cooperate with you and provide such assistance as you may require from time to time to ensure compliance with any legal and regulatory obligations, including Foreign Account Tax Compliance Act and CRS.

Date (dd/mm/yyyy)

Print name of policyholder or trustee

Signature of policyholder or trustee

Print name of policyholder or trustee

Signature of policyholder or trustee

Print name of policyholder or trustee

Signature of policyholder or trustee

Print name of policyholder or trustee

Signature of policyholder or trustee

This form may be subject to inspection by the Irish Revenue Commissioners. It's an offence under Irish law to make a false declaration.

This declaration must be signed by policyholders who are neither resident nor ordinarily resident in Ireland. Where a trustee is a company, the declaration must be signed by the company secretary or other such authorised officer. It may also be signed by a person who holds power of attorney from the policyholder. Their identity must be verified as per our anti-money laundering requirements. A certified copy of the power of attorney should be furnished with this declaration, if we haven't been previously advised of the appointment.

If you have any queries, you can contact us on **0845 6000 173** if you're calling from the UK, or **00 353 1 476 5525** if you're calling from outside the UK.

9. IRISH RESIDENCE DEFINITIONS

Residence - individual

An individual will be regarded as being resident in Ireland (the State) for a tax year if he/she:

- spends 183 days or more in the State in that tax year; or
- has a combined presence of 280 days in the State, taking into account the number of days spent in the State in that tax year together with the number of days spent in the State in the preceding year.

Presence in a tax year by an individual of not more than 30 days in the State will not be reckoned for the purpose of applying the two-year test. Presence in the State for a day means the personal presence of an individual any time during that day.

Ordinary residence - individual

The term 'ordinary residence', as distinct from 'residence', relates to a person's normal pattern of life and denotes residence in a place with some degree of continuity.

An individual who has been resident in the State for three consecutive tax years becomes ordinarily resident with effect from the commencement of the fourth tax year.

An individual who has been ordinarily resident in the State ceases to be ordinarily resident at the end of the third consecutive tax year in which s/he is not resident. Thus, an individual who is resident and ordinarily resident in the State in 2004 and departs from the State in that year will remain ordinarily resident up to the end of the tax year in 2007.

Residence - company

A company which has its central management and control in Ireland (the State) is resident in the State irrespective of where it is incorporated. A company which does not have its central management and control in Ireland but which is incorporated in the State is resident in the State except where:

- 1 the company or a related company carries on a trade in the State, and either the company is ultimately controlled by persons resident in EU Member States or countries with which the Republic of Ireland has a double taxation treaty, or the company or a related company are quoted companies on a recognised Stock Exchange in the EU or in a tax treaty country.

OR

- 2 the company is regarded as not resident in the State under a double taxation treaty between the Republic of Ireland and another country.

It should be noted that the determination of a company's residence for tax purposes can be complex in certain cases and declarants are referred to the specific legislative provisions which are contained in section 23A Taxes Consolidation Act, 1997.

